

SUN

SUN

SOUTHERN
UNIVERSITIES
NETWORK

PARTICIPANT INFORMATION BOOKLET



Contents

| | |
|--|----|
| Introduction | 3 |
| What is the National Collaborative Outreach Programme? | 4 |
| What are the aims of the programme? | 5 |
| Why have I been chosen to take part? | 5 |
| Who runs the programme? | 6 |
| Why are you asking me to fill in a consent form? | 6 |
| What will we use the data for? | 7 |
| What information will you keep? | 8 |
| How will the data be collected and stored? | 9 |
| If I don't give consent for you to keep my data can I still take part in NCOP activities? | 9 |
| What if I change my mind about data consent? | 9 |
| Who can I contact if I have questions or concerns about the use of my data? | 10 |
| My family/carer(s) want to know more about the project. Who should they contact? | 10 |
| Data Privacy Notice | 11 |
| Terms and abbreviations explained | 15 |

Introduction

The National Collaborative Outreach Programme is an exciting programme of activities designed to help you make positive choices about your future education.

This leaflet tells you more about the programme and contains details about the information we would like to keep if you take part, what we will use it for, and how you can help us learn about the programme's long-term impact.

What is the National Collaborative Outreach Programme?

The National Collaborative Outreach Programme (NCOP) offers a range of activities that aim to help you make the best choices for your own learning after your GCSEs and after you turn 18.

These activities might include:

- visits to universities
- mentoring (individual support and guidance about your education, training and career options, perhaps from someone who is currently at university, in work or on an apprenticeship)
- courses held at a university where students take part in activities and stay in university accommodation
- career discussions
- workshops, assemblies and academic taster sessions held at your school or college

You will also have access to advice, guidance and information to help you make decisions in Year 9 about GCSEs, and in Year 11 about A levels and other education and training options.

The programme is funded by the Office for Students (OfS). You can find out more at www.officeforstudents.org.uk

What are the aims of the programme?

The programme aims to support young people who are living in certain areas of Dorset, Hampshire and the Isle of Wight. It supports the government's goal of making sure everyone who might benefit from higher education (education after the age of 18, such as a university degree) has access to it, whatever their background.

The programme is also an important opportunity to measure how different activities affect young people's decision making in the longer term. By doing this we can learn lessons for the future about the best ways to support students as they make decisions about their education.

Why have I been given this booklet?

You have been given this leaflet as we would like to give you the opportunity to take part in our activities and projects.

The activities aren't compulsory but we aim to make them enjoyable and useful and we hope you'll decide to take part.

Who runs the programme?

NCOP activities in your area are run by a group called the Southern Universities Network (SUN).

SUN is made up of six higher education institutions (universities):

- Arts University Bournemouth
- Bournemouth University
- Southampton Solent University
- University of Portsmouth
- University of Southampton
- University of Winchester

Other organisations that are part of SUN include further education providers (colleges), local councils and local education authorities, Education Business Partnerships and Local Enterprise Partnerships.

SUN staff members within each university organise and deliver NCOP activities in partnership with these organisations.

Why are you asking me to fill in a consent form?

SUN would like your permission (consent) to collect and use information about you, your feedback about the activities you attend and your future education choices.

The information (data) you provide when you fill in the consent form will help SUN to monitor and evaluate the work we are doing and provide information on how effective our activities are.

What information will you keep?

If you give us your consent, we will look after your data and use it in the following ways:

WHAT WILL WE USE THE DATA FOR?

You take part in one
of our workshops
or events...



2



You then
complete
a survey or
take part in a
focus group...

3



We evaluate
the data...

4



You receive tailored
support enabling you
to make informed
decision about
YOUR future



WHAT INFORMATION WILL YOU KEEP?

TICK SOME BOXES ON
OUR HEAT FORM, OR
HAVE A CHAT WITH US



WE POP THIS INFORMATION
INTO OUR DATABASE



WE CAN THEN CHECK OUT YOUR JOURNEY!
WHO WILL YOU BE IN A FEW YEARS?



How will this data be collected and stored?

With your consent, **personal data** from your consent form will be entered into a database called the Higher Education Access Tracker (HEAT). If you give us permission, we will also add any information about your attendance at NCOP activities to HEAT.

HEAT is a secure online database run by a trusted external organisation which enables us to gather and store your **tracking data**. Through HEAT we can track individual students during their involvement in our activities and beyond. This means we can follow your educational journey from GCSE through to higher education, if you choose to take that route. To do this, HEAT uses information shared by organisations such as the Department for Education, the Skills Funding Agency and the Higher Education Statistics Agency.

If I don't give consent for you to keep my data can I still take part in NCOP activities?

We hope that you will give consent, but you don't have to. If you don't give consent, you can still take part in NCOP activities.

What if I change my mind about data consent?

If you decide you no longer want us to keep your data, you can withdraw (stop) your consent at any time by contacting the SUN Research Team at SUN@soton.ac.uk. We will then destroy the data we hold about you. You can choose to withdraw consent for us to keep the personal and tracking data stored on HEAT and/or your evaluation data.

If you withdraw consent you can still take part in NCOP activities. We may ask you for some personal data to help us organise the activities, but this will be destroyed after the activities have taken place.

Who can I contact if I have questions or concerns about the use of my data?

The Research Integrity and Governance Manager at the University of Southampton (the programme's lead organisation) has given the programme ethical clearance, which means we have shown that we will follow best practice in our collection, use and storage of research data. However, if you have any concerns you can contact the Research Integrity and Governance Manager directly on 023 8059 5058 or rginfo@soton.ac.uk. Use the reference 'ERGO ID (University of Southampton): 30036' when you get in touch.

You can choose to stop your involvement in the evaluation at any time and to ask the SUN team to destroy any evaluation data they hold about you. To do this, email the SUN Research Team at SUN@soton.ac.uk and let them know you would like to withdraw from the evaluation. You don't have to give a reason for withdrawing, and you will still be able to take part in NCOP activities.

My family/carer(s) want to know more about the project. Who should they contact?

Your parents or carers will have received an email about NCOP and SUN that contains information about the person to contact within your school/college. There's more information about SUN at www.sunoutreach.org, or they can contact the SUN team on 023 8059 1727 or by email at SUN@soton.ac.uk

Data Privacy Notice

This is our formal notice, required under data protection rules, which gives full details of how we will process (collect and use) your data.

SOUTHERN UNIVERSITIES NETWORK PRIVACY NOTICE

Data Protection Act 1998

General Data Protection Regulations

UNIVERSITY OF SOUTHAMPTON SUN PRIVACY NOTICE – July 2018

The Southern Universities Network (SUN) is a project designed to increase the numbers of students living in your local area (target ward) going into higher education.

We are collecting personal data (“Data”) about you to enable us to carry out the project, to assess the impact of this project and to track your progress through your educational journey.

Personal data is the data that we will collect from you from which, either on its own or in combination with other information, you can be identified. This Data will include details such as your:

- Name
- Gender
- Contact information
- Educational information including what school you are attending and grades attained
- Attitudes to Higher Education/ Level 4 learning
- Knowledge of Further Education, Higher Education and Level 4 qualifications and options
- Ethnicity
- Medical information in regards to any disabilities
- Thoughts on education, employment and what you would like to do in the future
- Engagement in SUN outreach activities and activities funded by SUN
- Immediate family's education

You can withdraw your consent to us processing this Data at any time by sending us an e-mail to: SUN@soton.ac.uk. Your consent will not impact upon your involvement in SUN outreach activities.

1. Why we are processing it

This Data is processed to enable you to take part in:

- A baseline survey
- Activities designed to inform and engage you in deciding your next steps in education
- Surveys based on the above activities
- Discussion groups

It enables us to:

- Identify you as a participant
- Measure your participation in the activities outlined above
- Monitor and evaluate the project
- Measure engagement within certain ethnic groups and between genders
- Track any changes in your attitudes towards higher education
- Track any changes about how you feel about yourself in an education context e.g. self-confidence, decision making and identity)

- Track which path you take after you leave school
- Assess equality of opportunity
- Carry out research

2. Holding data

We will only process your Data for the purposes of this project. All personal data and sensitive personal data which you provide will be processed and held within SUN and will be kept confidential and held securely.

We will also keep this Data accurate and up to date. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at: email address

You can also ask us to delete the information that we hold about you in certain circumstances by sending us an e-mail to: rgoinfo@soton.ac.uk.

Your data will be stored and monitored until you turn 26 years old. This is to enable us to monitor your progression through education and potential employment destination.

3. Access to your Data

You can request access to any Data we hold about you. If you would like to access your Data please make a request in writing to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO171BJ

Email: data.protection@soton.ac.uk

In certain circumstances you can request your Data for reuse for your own purposes across different services by emailing us at: SUN@soton.ac.uk.

4. Profiling

The data you provide may be used for profiling purposes to identify similar characteristics of those identified as living in SUN target wards. This profiling is used for research and evaluation purposes only and will not impact upon any decisions made about your involvement in this project, or other education opportunities.

5. Sharing your data

Wherever possible we will give you the reasons why we wish to share your information and will ask for your consent.

Where you have given your consent we will share your Data with the following to allow us to assess and monitor this project and to track your progress through the education system:

- CFE Research and the Behavioural Insights Team who will be managing and studying the responses given in the baseline survey and linking this with your engagement in SUN outreach activities via the Higher Education Access Tracker (HEAT)
- The Higher Education Access Tracking (HEAT) service to store your Data to enable your progress to be tracked through the education system
- The Office for Students (OfS) who are funding this project to enable us to report back on the success of the project. This data will not be shared in a form that identifies you
- Your local authority to monitor and track your educational journey through school and or College, and to monitor your attainment at GCSE and A-level or equivalent level

- The school or college you attend to enable them to keep a record of activities you have registered interest for, and attended. Where an activity takes place during term time and during the school day we will need to share your name, year group and date of birth to the school or college you attend to ensure they are aware for safety reasons
- The Brightside Trust to enable you to take part in their e-mentoring scheme if selected

We will never share your data with any other third parties who we have not named above and we will ensure that we work with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.

We may publish information such as aggregated or grouped data, statistics, research findings and analysis using the data obtained from your data but this will be published in a form that does not identify you.

If you wish to find out more about these uses of your Data or you are unhappy with the way that we have handled your Data you can contact us at: SUN@soton.ac.uk or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at: www.sunoutreach.org/data-privacy-notice/

The University of Southampton is the Data Controller and our registration number with the Information Commissioner's Office is Z6801020.

Terms and abbreviations explained

Aggregated data: Information that pulls together data from across lots of different records, in which individuals can't be identified.

Anonymous data: Information presented in a way that means individuals can't be identified.

Consent: Permission, for example for an organisation to store data about you.

Evaluation data: Feedback your child gives us about their attitudes to education and about the NCOP activities they take part in.

Evaluation exercises: Activities such as surveys, discussion groups and feedback forms that help measure how successful or effective something has been.

HEAT: Higher Education Access Tracker – a database that tracks students' education journey.

Higher education: Education after the age of 18, for example a university degree course.

Level 4 education: Qualifications such as certificate of higher education, higher apprenticeship or Level 4 NVQ.

Mentoring: One-to-one advice and guidance.

NCOP: National Collaborative Outreach Programme.

OfS: Office for Students - the Government office who is funding this project

Personal data: Information that can be used to identify an individual, such as name, date of birth and address.

SUN: Southern Universities Network – a group of universities and other organisations that runs NCOP activities in your area.

Target ward: A local area identified by OfS where, compared with other areas, students who have the ability to do well in their GCSEs are less likely to go on to higher education.

Tracking data: Data that allows us to follow individual students' progress through the education system.

